

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the on-the-job training (OJT) program at [Company/Organization Name]. As a [Your Course/Field of Study] student at [Your School/University], I am eager to apply my academic knowledge in a practical setting and gain valuable experience in [specific area/field].

Through my studies, I have developed skills in [mention relevant skills or knowledge], and I believe that an OJT with your organization would provide me with the opportunity to further enhance these skills while contributing to your team. I am particularly drawn to [specific aspect of the company or its projects], as I admire [reason for your admiration or interest].

I am a highly motivated individual with a strong work ethic and a passion for [your field/industry]. I am eager to learn from professionals in the field and be part of [Company/Organization Name]'s innovative and dynamic environment.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for your review.

Sincerely,  
[Your Name]